

Commonwealth of Virginia
PRIVATE SECURITY SERVICES ADVISORY BOARD

December 3, 2002
Quarterly Meeting Minutes

Held at the Virginia State Police Training Academy, Richmond, Virginia

Call to Order:

At approximately 10:00 a.m., Chair Mary Kay Wakefield called the meeting to order for the Private Security Services Advisory Board (PSSAB).

Attendees: All board members were in attendance with the exception of Lt. Paul Midgett who was absent due to medical reasons.

Welcome:

Opening Remarks: Chair Wakefield thanked the Virginia State Police Training Academy for hosting the PSSAB meeting. Chair Wakefield welcomed everyone in attendance to the quarterly meeting of the PSSAB. Ms. Wakefield also wished Lt. Paul Midgett, DCJS staff members Robert Tortolani and Daniel Wright a speedy recovery.

Approval of Minutes:

Minutes for the October 8, 2002, Private Security Services Advisory Board meeting were reviewed. A motion was made by Ms. Aylward and seconded by Mr. Sparks to approve the minutes. Minutes were unanimously approved.

Committee Reports:**Training Committee Meeting**

Mr. Martin reviewed the minutes of the October 24, 2002, meeting of the Training Committee and made a motion, which was seconded by Mr. Robertson to endorse the recommendations of the Training Committee and accept the committee's report. The motion was unanimously approved.

**PRIVATE SECURITY SERVICES ADVISORY BOARD
TRAINING COMMITTEE MEETING MINUTES
OCTOBER 24, 2002**

Held at Richmond Security Services, Inc., Lynchburg, Virginia

At approximately 10:00 a.m. Chairman Steve Martin called the meeting to order and welcome everyone. Those present at the meeting:

Hayward Long – PISA
Martha Clancy – PISA
Jim Rowe – Member-at-large
Larry Daniel – Member-at-large
Charles Carey – Member-at-large
Cyndy Carey – Member-at-large
Jim Hise-Member-at-large

DCJS Representation

Leon Baker
Lisa Hahn
Robert Hood

PSSAB Members

Steve Martin-Committee Chair
Robbie Robertson-Committee Vice-Chair
Brent Fortner – interested party

Other Interested Parties

Charles Tobin – Vance

Karl Van Zandt – International Consultants
Raymond Chow – International Consultants
John Ebbert – Chesterfield Training Academy
Pete Lupica – Alpha Security
Edward Harris- Wackenhut Services
Eugene Simpson-Wackenhut Services
James Dillingham III

Motion was made by Larry Daniel and seconded by Hayward Long to suspend with the reading of the minutes dated Sept. 27, 2002 and approve them as they stand. Minutes were unanimously approved.

The committee then viewed the JTA regarding Armed / Unarmed Security Officers. Based on the review the committee recommends the following compulsory minimum entry level training hour requirements:

1. Unarmed security officer – 18 hours
2. Armed security officer/courier – 40 hours

The group then put together the following proposed Topical outlines:

1. Core Subjects Entry Level Training Topical Outline (Attachment #1)
2. Armed Security Officer/Courier Entry Level Training Topical Outline (Attachment #2)
3. Handgun Entry-Level Training Topical Outline (Attachment #3)
4. Entry-Level Shotgun Training Topical Outline (Attachment #4)

The group discussed Firearms training endorsement. It was felt that different weapons had different types of action and that it should be noted somewhere what action a person qualified with. The group recommends that on the training completion form the type of action – double action, all double action, double/single action, all single action, be noted on the form. Each time a person would change the type of action they would have to re-qualify so that it could be noted on a training completion form.

Regarding Low light range familiarization the following are recommendations from the group:

- 1) Regarding scoring: all hits inside the 7-ring count 5 points, any hits outside the 7-ring count 0 – zero- points.
- 2) Low light Course: Virginia Private Security Low Light Course Familiarization for Handguns
- 3) Remove the following:
 - a. (.380 caliber or above) under equipment needed.
 - b. duty ammunition should read 24 rounds
- 4) Any reference to holster loaded weapon, should read: come to ready.
- 5) Regarding the word draw, delete any reference to the word.
- 6) As previously recommended, delete phase 3 and any reference to a flashlight.

There being no further business, motion was made by Hayward Long and seconded by Larry Daniel to adjourn the meeting. Motion passed and the meeting was adjourned at approximately 3:00 p.m.

Attachment #1

**CORE SUBJECTS ENTRY-LEVEL TRAINING
TOPICAL OUTLINE**

- I. ORIENTATION 2 HR.**
 - A. Virginia Code and Regulations
 - 1. Private Security Services 6 VAC 20-171
 - 2. The Code of Virginia 9.1 – 138 to 9.1 – 150
 - B. Code of Ethics
 - C. General Duties and Responsibilities of the Security Officer
- II. LAW 4 HR.**
 - A. Fundamentals of Law
 - 1. The United States Constitution – the Bill of Rights
 - 2. Virginia Court System
 - 3. Federal Court System
 - 4. Standard of proof for criminal vs. civil trials
 - B. Criminal
 - 1. Probable Cause
 - 2. Classification of Crimes
 - 3. Due Process of Law
 - C. Civil
 - 1. Liability
 - D. Harassment and Discrimination
 - E. Courtroom Testimony
- III. DOCUMENTATION 4 HR.**
 - A. Fundamentals of Report Writing
 - 1. Adhere to the basics (who, what, when, where, why, and how; and action taken)
 - 2. Note usual and unusual occurrences
 - 3. Use professional language
 - 4. Write complete, clear and concise statements
 - 5. Avoid opinion, judgment, and biases
 - 6. Practical exercise
 - B. Methods of Documentation
 - 1. Photos – Sketches - Diagrams, etc.
 - 2. Report Types
 - 3. Interviews
 - C. Communications
 - 1. Telephone
 - 2. Radio
 - 3. Other Communication
 - a. Verbal
 - b. Non-verbal
 - c. Written Communications

IV. POST AND PATROL PROCEDURES 2 HR.

- A. Security Patrol
 - 1. Patrol Preparation
 - 2. Foot/Vehicle Patrol
- B. Access Control
 - 1. Control access to client facility
 - 1. people
 - 2. property
 - 3. vehicle
 - 2. Understand perimeter security
 - 1. external
 - 2. internal

V. VERBAL DE-ESCALATION TECHNIQUES 2 HR.

- A. Alternatives to Confrontation
- B. Use of Force Continuum
- C. Use of Self-Defense
- D. Risk Assessment
- E. De-escalation Techniques

VI. EMERGENCY PROCEDURES 4 HR.

- A. Respond to Emergencies
 - 1. Incidents of bomb threat
 - 2. Incidents of fire
 - 3. Incidents of natural disasters
 - 4. Incidents of hazardous materials
 - 5. Incidents of medical emergency
 - 6. Incidents of power failure
 - 7. Incidents of violence
- B. General Crisis Procedures
- C. Secure and Protect Incident Scene

Total 18 Hours

VII. WRITTEN EXAMINATION

Attachment #2

**ARMED SECURITY OFFICER/COURIER ENTRY-LEVEL TRAINING
TOPICAL OUTLINE**

I. ARREST AUTHORITY, POLICES, AND PROCEDURES

- A. Laws of Arrest
 - 1. Limitations on powers
 - 2. Constitutional protection
- C. Probable Cause
 - 1. Legal Procedure
 - 2. Documentation
- D. Search and Seizure
- E. Defensive Procedures
 - 1. Handcuffing
 - 2. Searching

Total

8 Hours

II. WRITTEN EXAMINATION

Attachment #3

**ENTRY-LEVEL HANDGUN TRAINING
TOPICAL OUTLINE**

I. CRIMINAL LIABILITY of the USE of FIREARM

II. CIVIL LIABILITY of the USE of FIREARM

III. DEADLY FORCE

A. Use of Deadly Force “Tennessee v. Garner 471 U.S. 1 (1985)”

B. Justifiable Deadly Force

C. Jeopardy

D. Preclusion

E. Report of Deadly Force Incident

F. “Nevers” of Deadly Force

IV. PRINCIPLES of MARKSMANSHIP

A. Stance

B. Trigger Control

C. Grip

D. Sight Alignment

E. Sight Picture

F. Point of Aim

G. Breathing

H. Follow Through

V. WEAPON RETENTION

VI. PRACTICAL FIREARMS HANDLING and SAFETY

VII. JUDGEMENT SHOOTING

VIII. DIM LIGHT SHOOTING FAMILIARIZATION

	Total	16 Hours
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IX. WRITTEN EXAMINATION

X. VIRGINIA PRIVATE SECURITY COURSE of FIRE for HANDGUNS

Attachment #3

**ENTRY-LEVEL SHOTGUN TRAINING
TOPICAL OUTLINE**

- I. PROPER USE and HANDLING of the SHOTGUN**
- II. NOMENCLATURE**
- III. POSITIONS and COMBAT LOADING TECHNIQUES**
- IV. DECISION MAKING for the OFFICER with the SHOTGUN**
- V. TRANSITION from SIDEARM to SHOTGUN**
- VI. SHOTGUN RETENTION and PROPER USE of a SLING**

Total 2 Hours

Legislative Committee

Ms. Aylward reviewed the minutes of the November 6, 2002, meeting of the Legislative Committee. Mr. Creamer made a motion, which was seconded by Mr. Martin to accept the Legislative Committee report. The motion was unanimously approved.

**PRIVATE SECURITY SERVICES ADVISORY BOARD
Legislative Committee
November 6, 2002**

A meeting of the Private Security Services Advisory Board (PSSAB) legislative committee was held on November 6, 2002 at 1532 Insurance Lane, Charlottesville, VA. The meeting was called to order at 11:00 a.m. by Committee Chairman, Deborah Aylward. Mary Kay Wakefield was appointed Secretary. The following committee members were in attendance:

Deborah Aylward
Mary Kay Wakefield
Sean Creamer
George Haudricourt
Bill Robbins

The following committee members were absent:

Emil Wengel
Martha Clancy
John Kochensparger
John Rennish
Harris Kern

The following interested parties were in attendance:

Leon Baker

UNFINISHED BUSINESS

1. DEFINITION OF COMPLIANCE AGENT: The committee discussed amending the definition of Compliance Agent as proposed by DCJS and the Private Investigators Association of Virginia respectively.

(Revised and submitted for consideration on 10/04/02 by PIAVA)

PROPOSED BY DCJS

§ 9.1-139. Licensing, certification, and registration required; qualifications; temporary licenses.

No person shall engage in the private security services business or solicit private security business in the Commonwealth without having obtained a license from the Department. No person shall be issued a private security services business license until a compliance agent is designated in writing on forms provided by the Department. The compliance agent shall ensure the compliance of the private security services business with this article and shall meet the qualifications and perform the duties required by the regulations adopted by the Board.

A compliance agent shall have either a minimum of (i) three years of managerial ~~or supervisory~~ experience ~~in a private security services business; with a federal, state or local law enforcement agency; or in a related field~~ or (ii) five years of experience in a private security services business; with a federal, state or local law-enforcement agency; or in a related field military experience.

Which reads:

A compliance agent shall have either a minimum of (i) three years of managerial experience or (ii) five years of experience in a private security services business; with a federal, state or local law-enforcement agency; or military experience.

PROPOSED BY PIAVA

§ 9.1-139. Licensing, certification, and registration required; qualifications; temporary licenses.

No person shall engage in the private security services business or solicit private security business in the Commonwealth without having obtained a license from the Department. The Department shall issue no person a private security services business license until a compliance agent is designated in writing on forms provided. The compliance agent shall ensure the compliance of the private security services business with this article and shall meet the qualifications and perform the duties required by the regulations adopted by the Board.

A compliance agent shall have either a minimum of (i) three years of managerial experience in a private security services business with a federal, state, local or military law-enforcement agency or (ii) three years of general managerial experience. General managerial experience shall not qualify for purposes of acquiring a Private Security Services Business license.

A motion to refer this matter to the Definition Review Sub-Committee for further study was made by Deborah Aylward and was unanimously passed.

NEW BUSINESS

1. **PHOTO IDENTIFICATION CARDS:** The Professional Investigators and Security Association of Virginia submitted a written request to seek a bill mandating DMV to issue photo ID cards to private security services personnel.

Submitted by PISA for consideration on 11/05/02: *The first bill would mandate DMV provide photo identification cards to Private Security Services personnel. PSS personnel would pay DCJS the fee to cover such ID with registration (+/or certification) initial and renewal applications - the photo ID fee to be included in the registration/certification application fees. As now, DMV would bill DCJS which would then pay those bills from funds collected for that purpose. Thus, DMV would not have to collect fees - the current system would remain in place. [This procedure would obviate the need for DCJS to undertake the burden of establishing procedures, purchasing equipment, etc. - as well as having to address the monumental issues of convenience, timeliness, and accessibility.] This legislation would protect DCJS and DMV, as well as provide practitioners with the identification we need.*

A motion was made by Bill Robbins to seek a bill that would mandate DMV to provide photo ID cards to private security service personnel. The motion was unanimously opposed.

2. **COMPLIANCE AGENT ELECTRONIC ACCESS TO DMV RECORDS:** The Professional Investigators Association of Virginia submitted a written request for a bill that would mandate Compliance Agents' electronic access to DMV motor vehicle records through VIPnet

Submitted by PISA for consideration on 11/05/02: *The second also has to do with DMV - a bill to seek electronic access to DMV records by Compliance Agents. The system of establishing an account and determining permissible use would remain - only the delivery mechanism would change. The recent notification letter sent to account holders does not address electronic access.*

A motion was made by Deborah Aylward to seek a bill mandating DMV to provide Compliance Agents with electronic access to agency held records. The motion was unanimously opposed.

There being no further business, the meeting was adjourned at 1:00 p.m.

DCJS Report:

Ms. Hahn reviewed the current regulatory process and informed the Board that the proposed regulations had been sent to the Department of Planning and Budget. The department anticipates the effective date of the regulations to be sometime in the fall of 2003.

Ms. Hahn reviewed the annual conference survey results. Although we received a low survey response rate, it was noted that the Virginia Beach location was still the preferred location site for the conference.

Ms. Hahn and Mr. Baker reviewed the section's staffing shortage due to the budget crisis. They reviewed changes that the section would have to make and requested patience and understanding when dealing with the office.

Unfinished Business:

Ms. Wakefield presented the PSSAB Manual to the board for approval. The board requested the following amendments:

On page 2, Section B, second sentence after the word "years"; insert "each".

On page 7, Section D, second paragraph change first sentence to read: The draft minutes of the previous meeting will be distributed to board members for review.

Mr. Robertson made the motion to approve the PSSAB Manual with the recommended changes. Mr. Fortner seconded the motion. The motion was unanimously approved.

PROCEDURES MANUAL

Private Security Services Advisory Board

Introduction

This is a living document and is subject to review and revision by the Private Security Services Board (PSSAB) and can only be changed by majority vote. A copy of this document will be presented to all existing and newly appointed board members as a guideline for conducting PSSAB business.

Section 1 – Election of Officers and Terms of Service

- A. Election of Officers**
- B. Terms of Office for Officers**
- C. Appointed Secretary**

Section 2 – Duties and Responsibilities of Elected and Appointed Officers, and Board Members

- A. Chairperson**
- B. Vice-Chair**
- C. Secretary**
- D. Board Members**

Section 3 – Scheduling and Conduct of Public Meetings

- A. Scheduling of Public Meetings**
- B. Preparation and Distribution of Agenda**
- C. Attendance of Advisory Board Members**
- D. Conduct of Public Meetings**
- E. Calling and Conduct of Executive Meetings**
- F. Calling and Conduct of Emergency Meetings**

Section 4 – Procedures of Committees

- A. Formation and Appointment of Members**
- B. Scheduling and Conduct of Meetings**
- C. Preparation and Handling of Minutes and Correspondence**
- D. Preparation and Handling Recommendations of Committees**

Section 5 – Harold McCann Award

- A. Guidelines**

Section 1 – Election of Officers and Terms of Office

A. Election of Officers

Elections for the Chairperson and Vice-Chair will be conducted as the first order of business for the Advisory Board’s first meeting held after the Criminal Justice Services Board’s yearly appointment of new members.

The seated Chairperson will begin the nomination process for the position of Chairperson. After all nominations have been made the seated Chairperson will then call for a public vote for each nominee by roll call. The votes for each nominee will be recorded. Next the currently seated Chairperson calls for nominations for the position of Vice-Chairperson. The procedure for voting is the same as described above.

The election of these two officers will be public, in compliance with the Code of Virginia, which prohibits secret or written ballots.

Immediately upon completion of the election process the out-going Chairperson and Vice-Chairperson will relinquish their seats to the incoming officers.

B. Terms of Office for Officers

No PSSAB member may serve in the positions of chairman, Vice-Chairman or Secretary for more than two years during their eight-year tenure as per the by-laws. A member may, however, serve two years each in the position of Chair, Vice-Chair or Secretary.

C. Appointed Secretary

A Secretary will be appointed by the new chairperson at the end of the first public meeting. The Secretary will begin their duties immediately.

Section 2 – Duties of Elected and Appointed Officers

A. Chairperson

The Chairperson will be responsible for ensuring Advisory Board compliance with the Virginia Freedom of Information Act (FOIA), Bylaws issued by the Criminal Justice Services Board (CJSB), and the PSSAB, Procedures Manual.

The Chairperson will respond to requests for information and assistance concerning private security matters as communicated by the Criminal Justice Services Board in compliance with the Code of Virginia. Such information and assistance shall be coordinated with the staff agency to the greatest extent possible.

The Chairperson may form committees as needed for special legislative and regulatory matters. An Advisory Board member will be appointed, on a voluntary basis, as the Chairperson of each committee, and any other Advisory Board members who have interest in the matter may sit on the committee.

The Chairperson may call an executive or closed hearing of the Advisory Board as needed but only in accordance with FOIA. The Chairperson shall coordinate these meetings with the staff agency. Executive or closed meetings will be conducted in compliance with the Code of Virginia, which limits the purpose of such meetings, and which governs procedures for such meeting.

The Chairperson may call an emergency meeting via telephone, of the Advisory Board in situations in which the Advisory Board cannot be convened and unforeseen circumstances exist and which requires immediate action. The staff agency shall be included in all such emergency meetings in an advisory and support capacity. All such meetings shall comply with all applicable statutes.

In the event a seated member of the Advisory Board decides to resign their seat, or misses three (3) consecutive public meetings in any 12-month period, the Chairperson of the Criminal Justice Services Board and the staff agency will be informed immediately.

B. Vice-Chairperson

The Vice-Chairperson will assist the Chairperson in all matters involving the business of the Advisory Board. Additionally, the Vice-Chairperson will assist the Chairperson in coordinating actions with other Advisory Board members, and the staff agency.

In the absence of the Chairperson, the Vice-Chairperson will conduct public and executive meetings, and may call an emergency meeting when warranted.

The Vice-Chairperson will be a voting member of all committees formed by the Chairperson, and will be kept fully informed as to the progress of the deliberations of each committee by the committee Chairperson.

C. Secretary

The Secretary will call roll at each meeting of the Advisory Board and record attendance. The Secretary will make sure that minutes are taken at each Board Meeting and are posted in the DCJS website within 10 business days of the meeting and a copy of the approved minutes will be posted within 5 business days of approval as stated in the Code of Virginia.

The Secretary will collect minutes of all committee meetings and all incoming and outgoing correspondence pertinent to the business of the Advisory Board and ensure that this correspondence is forwarded to the staff agency and included in the minutes of the next scheduled Advisory Board public meeting.

All correspondence relating to the business of the Advisory Board, including minutes of all meetings will be archived by the staff agency. The Board minutes will be open for public inspection and subject to Virginia's Freedom of Information Act (FOIA).

D. Board Members Responsibilities

Board Members are expected to attend and be prepared for all meetings. Each member shall be familiar with the orientation manual in advance of their tenure, and is expected to respect and follow parliamentary procedure.

Any request for information from industry members, or any persons shall be immediately forwarded to staff agency to ensure compliance with FOIA.

All questions, conflicts, ideas or events of critical interest to the Board shall be forwarded to an officer as soon as possible.

Section 3 – Scheduling and Conduct of Public and Executive Meetings

A. Scheduling

Quarterly PSSAB meetings will be tentatively scheduled for March, July, October and December of each year. The Chairperson will propose a schedule that the Advisory Board will vote. The approved schedule will be forwarded for the staff agency for publication and coordination purposes.

If, during the course of the following planning year a schedule change is necessary, the Chairperson shall coordinate with the staff agency to ensure that the new time and location of Advisory Board public meeting is published to the security industry in as timely a manner as possible.

B. Preparation and Distribution of Agenda

The Chairperson will forward an agenda to the staff agency, to post on the website, prior to the next public meeting. The agenda will contain a broad outline of the pertinent areas of business, which will be addressed by the Advisory Board. As a minimum, the agenda will contain the following areas:

- Opening
- Roll Call
- Approval of the Minutes (of the Previous Public Meeting)
- Committee Reports
- Staff Agency Report
- Public Comment
- New Business
- Old Business
- Adjournment

C. Attendance of Advisory Board Members

Advisory Board members are expected to attend public meetings. An Advisory Board member must notify the Chairperson of their inability to attend the meetings. Missing three (3) consecutive public meetings in any 12 – month period will be grounds for removal from the Advisory Board. The Advisory Board Chairperson will notify the Chairperson of the Criminal Justice Services Board.

D. Conduct Public Meeting

The Chairperson will conduct the meeting in accordance with accepted rules of parliamentary procedure, and the Code of Virginia.

The draft minutes of the previous meeting will be distributed to Board Members for review. Corrections, additions and acceptance will follow by a motion.

During a public meeting, all public business will be conducted in a manner open to the public and any decisions will be subjected to a vote of the Advisory Board members present. No vote will be secret or by written ballot. The Board is able to move to closed sessions for limited and specific purposes only.

For the purpose of the Advisory Board, a quorum will consist of a simple majority of appointed members. A quorum must be present to call a public meeting to order.

All public meetings must include a call for public comment. A roster for this purpose will be made readily available for those individuals who desire to address the Board. Due to time constraints, it may be necessary for the Chair to limit the time for each speaker. The public speaking roster shall be collected by the Secretary and attached to the minutes of the public meeting.

Any correspondence received by any member of the Advisory Board relating to matters discussed in a previous public meeting may be introduced in a current public meeting under Old Business.

Comments from the public during the Public Comment segment of a current public meeting or correspondence received by an Advisory Board member pertaining to business not previously discussed by the Advisory Board may be introduced under New Business.

E. Calling and Conduct of Executive Meetings

An executive or closed meeting means a meeting from which the public is excluded.

Executive meetings of the Advisory Board may be called by the Chairperson in situations where internal Advisory Board affairs must be discussed. These executive meetings will be called and conducted in accordance with the Code of Virginia. The staff agency shall be notified of all intended executive meetings, and shall be represented at these meetings. Minutes of all such meetings will be prepared and distributed.

The Code of Virginia states no resolution, ordinance, rule, contract, regulation, or motion adopted, passed or agreed to in a closed meeting shall become effective unless the public body, following the meeting, reconvenes in an open meeting and takes a vote of the membership on such resolution, ordinance, rule, contract, regulation or motion which shall have its substance reasonably identified in the open meeting.

F. Calling and Conduct of Emergency Meetings

The Code of Virginia states a public body may meet by telephonic or video means as often as needed if an emergency exists and the public body is unable to meet in regular session. Emergency means an unforeseen circumstances rendering the notice required is impossible or impractical and which the circumstances rendering the notice requires immediate action. The meetings shall be coordinated with the staff agency.

All decisions reached in an emergency meeting will be documented and subject to review at the next scheduled public meeting.

Section 4 – Procedure for Committees

The Chairperson of the Advisory Board will announce the formation of each committee, and invite participation by industry members, private security associations, and employees of the staff agency. The Advisory Board Chairperson will select a committee chairperson from the Advisory Board who has an interest in the matters contemplated for discussion by the committee.

In order to avoid any perception of conflict of interest, neither the current Advisory Board Chairperson or Vice-Chairperson will concurrently serve as a Chairperson of any Advisory Board committee.

The committee Chairperson will be responsible for selecting and announcing the date and location of the committee meetings; this shall be done well ahead of the scheduled date to allow as much participation as possible. The announcement should be posted on the website. A reasonable attempt should be made to make committees diverse in geographical and in representative categories.

The committee Chairperson will ask one member of the committee to serve as the Secretary. The Secretary will record pertinent discussions, collect copies of any related correspondence, and forward this information to DCJS for incorporation in the minutes of the next scheduled public meeting.

The Code of Virginia states in part that committees or subcommittees of the Advisory Board must conform to all rules, regulations, and code as their full board. Therefore the appointed committee chairperson will conform to the Virginia Freedom of Information Act, the Bylaws of the Advisory Board, this Procedure Manual and pertinent and proper instructions given by the Advisory Board Chairperson in the conduct of committee business.

Section – 5 The Harold McCann Honorary Award

A. The Following are guidelines for the nomination and selection of the Harold L. McCann Honorary Award:

1. The staff agency will disseminate the nomination packages. They may use the PPG list and/or Website.
2. The nominee for the award follows guidelines set forth in the directions on the nomination form.
3. Current Advisory Board members are not eligible for the award.
4. The selection committee shall consist of the PSSAB.
5. The committee chair will disseminate the nomination package to each Board member and designate a time and place for the vote.
6. The selection committee shall follow the guidelines set forth in the instructions of the letter for the evaluation form and the selection of a recipient for the Harold L. McCann Award.
7. There shall be only one recipient of the award each year.
8. The staff agency will select and pay for the award.
9. It is not necessary to maintain ballots after the vote is taken due to closed policy and the Code of Virginia section 2:2 3705 #14.

New Business:

None

Public Comment:

Hayward Long, speaking on behalf of PISA, conveyed his support to continue the Department of Motor Vehicle Photo Identification Card. Mr. Long also addressed the new board procedures for selecting the Harold McCann Award recipient. He voiced opposition to these procedures and requested that the board reconsider their decision.

George Haudricourt addressed the board during public comment regarding the General Assembly. He relayed that it was not a good time to ask the General Assembly to legislatively mandate DMV to provide photo identifications to individuals in the Private Security Industry.

Next PSSAB meeting:

The next PSSAB meeting will be held on March 25, 2003 in Lynchburg. The location is to be announced.

Adjournment:

With no further business, Mr. Sparks made a motion to adjourn and Mr. VanDuzee seconded it. The motion was unanimously approved.

Public Attendees:

Martha Clancy

George Haudricourt

Hayward Long

Baret Mix